



**MINUTE RECORD**  
**Regular Council Meeting City of Haven**

Meeting: REGULAR

Date: March 16, 2015

**THE CITY COUNCIL MEETING IN REGULAR SESSION WAS CALLED TO ORDER AT 7:00 PM BY PAULA SCOTT, MAYOR. THE FOLLOWING COUNCIL MEMBERS WERE PRESENT:**

**Council Members: Jeff Stringer, Adam Wright, Don Etchison, Shauna Schoepf-Pearce, and Les Banman.**

**Absent: None.**

**Others: Allen Blake, Adam Strunk, Leslie Atherton, Rick Gates, Andrea Williams, Rob Pell, Cole Rush, Jessica Hoskinson, Willis Wilson, Jan Nolde, Gary Unruh, Nita Johnston, John Mitchell, Steve Carmichael, Sandra Williams.**

The meeting was opened with the flag salute and followed with the moment to honor those who have served in the military. Etchison gave specific recognition to Lloyd Mace, Jr., Army Veteran.

**Additions to the Agenda**

Items to be added to the agenda were as follows:

- 1) Jessica Hoskinson, Economic Development Director: MOU re: Papa's Pizza Incentive
- 2) Willis Wilson, Aquatech Engineering: Consider Change Order on Water Project.

Banman moved and Wright seconded to approve the additions. Motion passed unanimously.

**Minutes**

Minutes of the March 2, 2015, meeting were unanimously approved after motion from Etchison and second from Stringer. Motion carried.

**Accounts Payable**

Stringer moved and Schoepf-Pearce seconded to pay Adam Wright \$250 for dragging the ball fields. Motion carried four to zero. Wright abstained as the payable was to him.

Next, Stringer moved to approve accounts payable to Shep Chevrolet, totaling \$118.70. Wright seconded, and the motion passed unanimously. Schoepf-Pearce abstained due to her relationship to Shep Chevrolet.

Stringer moved to approve the other accounts payable, totaling \$117, 959.66. Banman seconded, and the motion passed unanimously.

**Jan Nolde, Swindoll, Janzen, Hawk & Loyd, LLC: Presentation of 2014 Financial Statements / Audit Report**

Nolde went over the Communication Letter and Financial Statement for the year ended December 31, 2014. Significant deficiencies were listed as Segregation of Duties and Financial Statement Reporting.

She also provided the report from the Single Audit of expenditures from Federal Awards.

Following her presentation, Banman moved and Wright seconded to approve the Audit Report and Financial Statement as presented. All members voted in favor of the same.



### **Hear Bids for City Insurance**

*Gary Unruh from M&M Insurance*

Unruh of M&M Insurance bid the City's insurance with Berkshire Hathaway. He went through the policies in detail and provided handouts to the governing body. Ultimately, the total premium listed with Berkshire Hathaway was \$59,394.

*Nita Johnston from Ag360*

Rick Gates, one of the agency owners, spoke briefly about the agency's history and foundation. Then Johnston presented the bid for City insurance through Employers Mutual Casualty, Inc. The premium summary with EMC showed a total of \$61,836. Johnston also bid the Worker's Compensation portion of insurance through KMIT.

After a brief discussion, Wright moved to award the bid to Ag360 with the insurance (including Worker's Compensation) bid through EMC, excluding the policies for Employee Theft and Data Compromise. Banman seconded, and the motion passed five to zero.

### **Review Neighborhood Revitalization Program**

City Clerk, Leslie Atherton, provided a summary of the participation in the City's Neighborhood Revitalization Program and the cost to the City. Members expressed satisfaction with the program and their desire to continue to offer it. Schoepf Pearce moved to approve renewal of the City's participation in NRP. Etchison seconded, and the motion passed five to zero.

### **Consider Sewer Upgrade**

Pell, the to-be Public Works Director, presented a written quote from Ed Hickman of Hickman Environmental Services on Pump Station Repairs / Maintenance Program. Members were provided with a copy. The total for parts and labor on Station #1 is \$9,200. Parts and labor for Station #2 was \$13,535. The bi-yearly maintenance program was estimated at \$600 per year per Station. Total parts and labor for both stations totaled \$22,735.

Pell also presented a bid from Mayer Specialty Services of Goddard to clean and vacuum debris from the lift stations, \$1,290 per year. While here, Mayer would charge \$1.45 per linear foot to televise sanitary sewer lines.

Blake provided a list of necessary supplies to repair the lift station so that a pump can actually be pulled for repairs. The list totaled \$2,067.24 plus freight. Stringer moved to authorize the requested purchase. Banman seconded, and the motion four to one. Wright opposed.

Wright suggested the Council go ahead with the cleaning and televising of the sewer line along Emporia Ave so the City would know what additional repairs may be necessary. He moved to approve the Mayer quote as presented, with the televising not to exceed 200 linear feet. Schoepf-Pearce seconded, and the motion passed five to zero.

### **John Mitchell: Water Tie-In Issues (Sponsored by Council Member, Adam Wright)**

Mitchell requested clarification surrounding water issues, specifically why one commercial customer is or was not charged for water while he was. Because the City had no authorization from said customer to discuss the account, Mayor Scott said she was not comfortable with the Council discussing it.

Mitchell cited what he felt were inequities in the water / sewer billing of commercial accounts. Stringer told Mitchell he was sorry he was upset about it; however, he felt it was the most equitable way to bill those customers.



### **Adopt Ordinance and Resolution Implementing Wage Increases**

Schoepf Pearce moved to adopt Resolution 291, setting the salaries of the Assistant City Clerk and Public Works Director, and Ordinance 642, setting the salaries of the City Clerk and Chief of Police. Stringer seconded, and the motion passed unanimously.

### **Sign Agreement for Safe Routes to School Phase 1**

Banman moved and Etchison seconded to enter into the agreement for Safe Routes to School Phase 1. The motion passed. Wright abstained as he is an employee of Kansas Department of Transportation, the organization through which the program is offered.

### **City Administrator / Public Works Director Updates:** Millings at ball diamonds

Blake asked the governing body what they would like to see done with the millings at the ball diamonds. He re-provided the quote from Packebush to repair ball diamond road with millings at a price not to exceed \$5400. The price to rent the equipment and do the work with City employees would cost around \$4,495 / week, plus City labor. Packebush could do the work right away.

Wright moved to award the work to Packebush, not to exceed \$5,400. Banman seconded, and the motion passed unanimously.

Street sweeping and grading has been a priority.

The majority of the leftover City trash carts have been picked up by Nisly; only a few remain.

### **Chief of Police Updates**

The tornado siren upgrade is complete and went very well.

Southland Drive's storm shelter door should arrive tomorrow. Loehr and Pell will install.

### **Jessica Hoskinson, Economic Development Director: MOU regarding Papa's Pizza**

Hoskinson presented the MOU for Papa's Pizza. The incentive cap was already approved at a previous meeting, but this MOU provided that "all reimbursements must be requested within 30 days of execution of this MOU." So far Troyer, owner of Papa's Pizza, has received \$7,464.82 in reimbursements.

Etchison moved to approve the MOU as written. Schoepf-Pearce seconded, and the motion passed five to zero.

### **Willis Wilson, Aquatech Engineering: Consider Change Order for Water Project**

Wilson presented a Change Order to install thick anti-sweat insulation on the metal piping, fittings and valves inside the Water Treatment building and to furnish and install a six inch pressure sustaining valve on the six inch pipe that conveys the flow from the treatment system to the Finished Water Tank. Wilson expounded on the need for these items, totaling \$13,033.

The Council questioned what precipitated the Change Order. Wright strongly felt the change orders should be covered by the engineering firm.

Wilson expressed gratitude for the opportunity to work on the Haven project and said his relationship with Haven is more important to him than the Change Order. He advised his firm would cover the Change Order and make it right, and there would be no animosity.

### **Council Concerns**

Wright asked about the status of the Air Compressor.



Schoepf-Pearce mentioned there are some crosswalks in need of painting.

Etchison suggested adding a crosswalk / safety feature at Kansas and 2nd.

Scott mentioned that the State of the Downtown, originally in The Clarion, was included in this month's Kansas Government Journal.

**Agenda Planning – Items for April 6**

The Council reviewed the items on the board; nothing was added.

**Adjournment**

At 9:32 PM, Stringer moved and Etchison seconded for adjournment. The motion passed unanimously.

/s/

Paula J. Scott, Mayor

Attest:

/s/

Leslie Atherton, City Clerk